SECRET
Approved For Release 2006/12/07 : CIA-RDP75-00399R000100080041-4
Classification

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Annual Report to DDS

2. TYPE OF REPORT: [X] STATISTICAL; [X] NARRATIVE; [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL; [ ] TRAINING; [ ] ADMIN. GENERAL; [ ] LOGISTICS; [X] SECURITY; [ ] OTHER (specify); [ ] MEDICAL; [ ] FINANCE

4. NO. OF COPIES PREPARED: 8

5. FREQUENCY (weekly, monthly, quarterly, etc.): Annual

6. DISTRIBUTION (No. of components not number of copies): 4

7. FORMAT (memorandum, form computer print-out, etc): Memorandum

8. ADP PROCESSING: [ ] YES; [X] NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: DDS

10. PREPARING COMPONENT (include lowest level contributing information to report)

Safety Staff

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Contract	3.89		240		933.60		1		933.60
GS-12	8.18		320		2,617.60		1		2,617.60
GS-13	9.67		4		38.68		1		38.68
GS-14	11.33		8		90.64		1		90.64

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: 3,680.52

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The information gathered is used primarily by the Safety Staff and reflects where emphasis should be placed in the conduct of the Agency Safety Program. The information is also forwarded to the DDS to enable him to brief the DCI of the status of the safety program as recommended by the Secretary of Labor. Even if the report were discontinued, the Safety Staff must gather the information to know injury causes, cost data, trends, etc.

STAT

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS
[ ] CHANGE
[ ] DISCONTINUE
[ ] OTHER (explain)

25X1

MORI/CDF

ESTIMATED SAVINGS: MAN-HOURS; DOLLARS

16. DATE OF INVENTORY: 29 September 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: CIA Safety Officer

18. EXTENSION

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FORM 142

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(22-36-43)